

ZONING & PLANNING COMMITTEE

February 5, 2013

Minutes of February Regular Meeting

Vilas County Courthouse Conference Room #1

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Agenda Item #1: Call to Order. The Chairman calls the Zoning and Planning Committee Meeting to Order at 9:00 AM at the Vilas County Courthouse, Conference Room #3, 330 Court St, Eagle River, Wisconsin.

Members Present: Chris Mayer, Chairman; Lorin Johnson, Vice-Chairman; Chuck Hayes; Kathleen Rushlow, Ralph Sitzberger.

Others Present: Dawn Schmidt, Zoning Administrator; Stu Foltz, Foltz & Associates, Inc.; Dan Balog, Town of Land o' Lakes; Jim Galloway, Vilas County Emergency Manager.

Agenda Item #2: Approve Agenda. **Motion by Kathleen Rushlow, seconded by Ralph Sitzberger, to approve the agenda in any order to be discussed by the Chair. All say aye, motion carried.**

Agenda Item #3: Approve 1/3/2013 Regular Monthly Meeting Minutes. **Motion by Ralph Sitzberger, seconded by Lorin Johnson, to approve the minutes as presented. All say aye, motion carried.**

Agenda Item #4: Resolution: Designation of Authorized Agent for Effective Recycling Program. ZA Dawn Schmidt explains that the State of Wisconsin requires that only one person can be designated as Authorized Agent for the Effective Recycling Program and that our previous resolution designated two. She states that this authorizes only the Committee Chair. Discussion regarding whether the Committee Chair or Zoning Administrator should be the designated agent. **Motion by Ralph Sitzberger, seconded by Chuck Hayes, to approve the resolution and forward it on to the full County Board for their consideration.** Ms. Rushlow states that she feels the Zoning Administrator should be the Authorized Agent. **Mr. Mayer, Mr. Johnson, Mr. Hayes, Mr. Sitzberger in favor, Ms. Rushlow opposed. Motion carried.**

Agenda Item #5: Schedule a Public Hearing on an Application for Conditional Use Permit #01-2013 to allow a change of use from office space to single family residence in a Community Business (CB) District on Part of Government Lot 3, Section 34, Town 40 North, Range 8 East, Town of St. Germain, Vilas County, Wisconsin; known as Vilas County Computer Parcel #24-2194. The public hearing will be held on March 11, 2013 at 9:00 AM at the Vilas County Courthouse.

Agenda Item #6: Schedule a Public Hearing on an Application for Conditional Use Permit #02-2013 to allow a 100 foot wireless communications tower in an All Purpose (AP) District on Part of SW¼, NW¼, Section 30, Town 40 North, Range 7 East, Town of Arbor Vitae, Vilas County, Wisconsin; known as Vilas County Computer Parcel #2-2173. The public hearing will be held on March 11, 2013 immediately following the 9:00 AM scheduled hearing at the Vilas County Courthouse.

Agenda Item #10: Floodplain Zoning. ZA Dawn Schmidt states that she checked with the Wisconsin Department of Natural Resources (DNR) regarding the timing of enacting a floodplain zoning ordinance and the LiDAR flights being done by the County. She states that the maps that we have would still have to be amended with FEMA using the new LiDAR data. Discussion regarding the need for a floodplain zoning ordinance. The Committee directs ZA Dawn Schmidt to be in contact with the North Central Wisconsin Regional Planning Commission (NCWRPC) to discuss the floodplain zoning ordinance and have their representative come discuss a possible ordinance with the Committee.

Agenda Item #11: Zoning & Sanitary Fee Schedule. ZA Dawn Schmidt presents the Committee with a draft of the Zoning & Sanitary Fee Schedule changes.

Agenda Item #14: Letters and Communications. ZA Dawn Schmidt has one communication regarding the DNR standards for metallic mining under the proposed metallic mining bill. Discussion regarding metallic mining practices and changes in the proposed metallic mining bill. Mr. Hayes has a communication from Gayle Strand

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regarding her rezone with the Town of Presque Isle. ZA Dawn Schmidt will contact her regarding the issue. Mr. Galloway gives the Committee an update on the Communications Upgrade budget.

Agenda Item #12: Zoning Office Organization. ZA Dawn Schmidt presents the Committee with a list of changes in the Zoning Office since the change in the staffing levels, including but not limited to altering how we schedule inspections, eliminating town hall office hours, restructuring deputy zoning administrator districts, designating duties differently between office personnel, and allowing zoning office staff to schedule public hearings as opposed to the Zoning Committee doing so. Discussion regarding the scheduling of public hearings in the future. Discussion regarding inspection of sanitary systems.

Agenda Item #15: Review Statistics and Budgets. Discussion regarding the signing of expenditure and revenue reports. ZA Dawn Schmidt states that the Zoning Department returned money to the general fund in 2012. ZA Dawn Schmidt states that permit numbers were the same but income was higher than January 2012.

Agenda Item #16: Training and Out of County Travel. ZA Dawn Schmidt states that there is a sanitary training in Kelly Lake on February 6, 2013 with a \$20 fee with no overnight and that she would like to send Deputy Zoning Administrator Jim Janet. **Motion by Chuck Hayes, seconded by Ralph Sitzberger, to approve the out of county travel. All say aye, motion carried.** ZA Dawn Schmidt states that the joint NEWCCA meeting will be in March in Kelly Lake.

Agenda Item #17: Confirm March regular meeting, location, and date. The February regular meeting will be held on Tuesday, March 5, 2013 at 9:00 AM in the Vilas County Courthouse Conference Room #1.

Agenda Item #7: It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose of considering employment, compensation, and performance evaluation data of a public employee over which the Zoning and Planning Committee exercises responsibility (Zoning Administrator Performance Evaluation). **Motion by Chuck Hayes, seconded by Lorin Johnson, to convene into closed session. Roll call vote. All say aye, motion carried.**

Agenda Item #8: Adjourn closed session and return to open session. **Motion by Chuck Hayes, seconded by Ralph Sitzberger, to return to open session. All say aye, motion carried.**

Agenda Item #9: Committee may take action on matters discussed in closed session. There will be no action on matters discussed in closed session at this time.

Agenda Item #13: Zoning Office Tour. The Zoning Committee will not be touring the Zoning Office at this time.

Agenda Item #14: Adjournment. The Chairman adjourns the meeting at 11:43 AM.

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.